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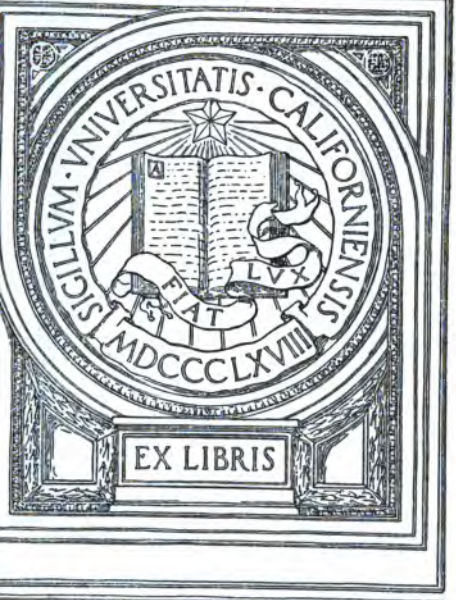

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THE

UNITED STATES BLUE BOOK,

A REGISTER OF

Federal Offices and Employments

IN EACH

STATE AND TERRITORY

AND THE

DISTRICT OF COLUMBIA,

WITH THEIR

SALARIES AND EMOLUMENTS.

UNIV. OF CALIFORNIA

TOGETHER WITH A MANUAL OF INFORMATION AND INSTRUCTION FOR PERSONS DESIRING PUBLIC EMPLOYMENT AT THE SEAT OF GOVERNMENT OR ELSEWHERE, SHOWING WHO IS ELIGIBLE FOR APPOINTMENT, THE MODE AND FORM OF APPLICATION, BY WHOM APPOINTMENTS ARE MADE OR CONTROLLED, THE TENURE OF OFFICE, ETC., ETC., ETC.

COMPILED FROM OFFICIAL SOURCES BY

J. H. SOULÉ, Editor of the "United States Record and Gazette."

PRICE, 75 CENTS.

J. H. SOULÉ, PUBLISHER,
WASHINGTON, D. C.
1880.

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BUREAU OF INFORMATION.

THE undersigned, editor of this manual and of the monthly departmental journal, entitled "The United States Record and Gazette," offers his services to those in need of information, advice, or assistance, in any matter requiring the action of the legislative, executive, or judicial authorities at Washington, or elsewhere, at home or abroad, or in any matter wherein the inquirer may have cause to believe that he can be better or more speedily informed, advised, or assisted, than at home.

Persons who deem themselves to have just and efficient claims and influences upon the public patronage which have not been recognized, may find in this offer an opportunity of obtaining such special information and advice as they need to make their efforts successful; but the undersigned does not profess to be able to influence appointments, directly or indirectly. Persons who are in want of political, official, or historical information, which can be more readily obtained from the immense collection of manuscripts, bound and pamphlet books, and records accumulated at the seat of government than by other means, are invited to avail themselves of this agency. Persons interested in getting cadetships, lieutenantcies, or medical appointments, in the army, or cadetships, or pay, medical or marine appointments in the navy, can obtain necessary information.

Many years' residence at Washington, with daily experience within and before the public offices, justifies the undersigned in asserting that he can often perform material service to the absent or inexperienced, and to such he extends the suggestion, not to refrain from addressing themselves to him because of a doubt whether theirs is a case or question within the scope of this announcement, but to lay the matter before him, if they have any reasonable ground for believing it to be a proper one for his attention.

For the purpose of discouraging idle or useless inquiries, and to pay the cost of this advertisement, of postage and stationery, of clerical service in briefing, noting, and answering inquiries, of traveling

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charges about the city, and other incidental expenses, each inquirer or correspondent MUST ENCLOSE ONE DOLLAR with his first communication, in order to receive attention.

J. H. SOULÉ,
P. O. Box 69, Washington, D. C.

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PREFACE.

THIS manual is intended to show, in plain and compact form, the patronage, working-organization, and business of the Federal Government, and the means by which any deserving and capable aspirant for public employment may hope to share therein.

The public business of the United States is largely transacted by officers, agents, and employees, selected and patronized by the influential members of the political party in charge of the government for the time being, and their tenure of office is practically dependent upon the continued ascendency of that party, and a continuance of the influence and patronage that led to their selection.

There are certain formal acts of procedure necessary to be done in making the political or other influence of an aspirant for office available, and these acts are sufficiently described and illustrated herein.

This volume is intended to be practically complete within the scope indicated by its title, and any omissions observed in it will probably be such as are purposely made because they are of no practical service to the readers of the book. But any reader desiring further or more particular information on any subject treated herein, or upon any subject not mentioned at all, will be interested in the advertisement of the Bureau of Information which fronts this preface.

The steady growth of the business and working force of the Federal government, and the practical contentment of the people with the existing system of bestowing and exercising the public employments, create a genuine demand for information of the character herein given, while, at the same time, the publication of such intelligence not only brings the knowledge of the opportunity for such employment to large numbers of uninformed persons, but increases, in some degree, the probability of the public service being well performed.

WASHINGTON, D. C., *September, 1880.* J. H. S.

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Offices by States and Territories:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Dakota, Delaware, District of Columbia, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington Territory, West Virginia, Wisconsin, Wyoming..... 48–123

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GENERAL DESCRIPTION OF FEDERAL OFFICES.

The patronage of the general government consists of a multitude of offices and employments pertaining to the three great departments of government—the Legislative, the Executive, and the Judicial.

The legislative patronage consists in the administrative offices, clerkships, messengerships, and other superior and inferior employments necessary to the service of the Senate, the House of Representatives, and the two Houses sitting together as the Congress. These offices and employments are all exercised at the seat of government.

The executive patronage (except the few offices connected with the President's household) is distributed among and supervised by the seven great departments of State, Treasury, War, Navy, Post Office, Interior, and Justice, and the inferior department of Agriculture, and these executive offices and employments are exercised partly at the seat of government, partly in the several States and Territories, and partly abroad.

The chief offices under the State Department are those of ministers and consuls in foreign countries. The more numerous offices under the Treasury Department are the customs and internal revenue services; those under the War Department, the commissioned and civil forces of the army and its stations; those under the Navy Department, the commissioned and civil forces of the navy, its yards and stations, and the commissioned force of the Marine Corps; those under the Post Office Department, the postmasterships, railway mail and contract services; those under the Interior Department, the Indian, land, pension, and Territorial services; and those under the Department of Justice, the attorneyships and marshalships of the several judicial districts, and the judiciary of the Territories.

Each of the executive departments has its staff of bureau officers, clerks, messengers, and laborers, employed at the seat of government, and there are many other special services, pertaining to one or the

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other of them, which will be particularly mentioned in their appropriate places hereafter.

The judicial patronage consists in the clerkships and commissionerships of the several courts of the United States, with such occasional patronage as is incident to the selection of receivers, referees, commissioners to take testimony, and other temporary officers needful to the conduct of causes depending in said courts.

The manner in which the offices and employments constituting the Federal patronage shall be filled, vacated, and exercised, is the mooted point which is suggested rather than expressed by the familiar phrase—"Civil Service Reform." At the present time, the Federal judges and the commissioned officers of the army, navy, and marine corps, hold their offices during life or good behavior, while nearly all the rest are filled and vacated at the pleasure of the appointing power. The great number, varied character and wide distribution of these offices have made the appointing power virtually dependent upon the members of the two Houses of Congress for advice and assistance in filling and vacating them; and this dependence has in course of time, and with the constant growth of the patronage, resulted in giving the members of Congress practical control of the patronage in their respective districts. But in order that the moral or active influence of office-holders may not be thrown against the political party in charge of the government, such control is withheld from members of Congress in opposition, and given to the managers of the administration party in the States where the offices are exercised.

With respect to the offices exercisable at the seat of government, the policy of the government from the earliest times has been to distribute them as equally as may be amongst the several States; and in consequence of this policy it happens that members of the Houses of Congress in sympathy with the administration, are usually permitted to influence such appointments, and they naturally favor those whom they know and associate with in the political circles wherein their own lives and activities are spent.

The proposed reform consists in giving the original selection of public officers and employees to permanent and independent tribunals, commissions or officers, and opening to the novice a lifelong career as a civil officer, with its ascending scale of honors and emoluments, free of all control and influence by political parties or politicians. This suggested change has not thus far met with a great amount of

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active support, mainly for the reason that the public service has been fairly well performed, while the offices have been habitually filled by men of respectable character and attainments; so that in the absence of any great or practical evil, the people at large are indifferent to, and somewhat afraid of, the proposed new system. Under the existing system there are many cases of life tenure of a practical kind, as where the office cannot be properly discharged without long familiarity with, and training in, its duties.

Who May Obtain Office.

The President is empowered to prescribe regulations for the admission of persons to the civil service; but no regulations of general application are in force. In their absence, any person who believes that he can satisfy the appointing power of his fitness and ability for general or particular employment, may lawfully and hopefully apply for such employment. He should show that he is a person of good repute in his community, and that his physical and mental qualifications are adapted to a satisfactory discharge of public duty.

The great mass of public employments neither require nor call for special preparatory training, but in the departments at Washington persons appointed to clerical offices are always required to pass an examination into their general capacity for clerical work, and in such isolated and temporary instances as the Interior Department, and the New York custom house at the present time, the examinations for the inferior clerkships are competitive.

The following specimen list of questions asked at a competitive examination will be found interesting, and possibly useful, to aspirants for clerical positions:

1. Write a letter addressed to the Secretary of the Interior, giving age, birthplace, previous occupation, and present legal residence.

2. Place the following figures on a separate sheet, and add the same:

5	7	9	4	3	6	7
4	3	8	9	6	4	5
7	9	6	7	3	2	9
6	4	8	9	5	7	5
3	8	7	6	9	4	5
8	3	6	5	4	3	9
4	7	3	7	8	5	4

Correct the following examples of false syntax:

1. To these precepts are subjoined a copious selection of rules.

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2. The money was divided between the five principal thieves.

3. A republican form of government is one where powers and duties of its officers are limited by a constitution.

4. The board or I are wrong.

5. His being at an enmity with Cæsar and Antony was the cause of perpetual discord.

6. With this booty he made off to a distant part of the country, where he had reason to believe that neither he nor his master were known.

7. Its early monuments consists almost wholly of laws beginning with the fourteenth century.

8. Which of the two is the eldest.

9. "Nor grew it white in a single night,
As men's have grown from sudden fears."

10. The number of accounts in the two quarters were very large.

1. Give the value of a greenback dollar with gold quoted at 137.

2. What is the interest of $26.25 for 2 years, 8 months, at 7 per cent?

3. What amount of pension will be paid to a pensioner entitled to 16½ dollars per month, for 2 years, 7 months, and 23 days.

4. At the rate of $1400 per annum, what amount should be paid to a clerk for 19 days?

5. If $100 will gain $6 in 12 months, what will $800 gain in 28 months?

6. Reduce 2-4 to a decimal.

7. Reduce 7-15 to a decimal.

8. What is the sum of 5-6, 3-8. and 7-16?

9. From 3-16 take 7-9.

Correct words you think misspelled in the following: Seperate; quantitys; shiping; supersede; conceed; commisary; average; merchantible; beleif; theiving.

1. Give the names of the original thirteen States.

2. Give the name of the State last admitted into the Union.

3. Give the number and titles of the Cabinet Ministers.

4. In what manner and for what length of time are Senators and Representatives elected?

5. How many judges compose the Supreme Court of the United States?

6. Who is Commander-in-Chief of the military and naval forces of the United States?

7. How many amendments to the Constitution of the United States have been adopted?

8. Define the general powers of Congress as prescribed by the Constitution.

9. What are the co-ordinate branches of the general Government?

10. What are the powers of the two Houses of Congress in relation to bills for revenue?

The above were only questions asked at one examination. The following twenty questions were asked at two other examinations. They are given to show the simple character of questions calling for anything in the way of general information:

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1. What are the co-ordinate branches of the General Government, and the functions of each?
2. What are the principal offices and bureaus of the Department of the Interior?
3. What is a section of land, and how subdivided under the United States surveys?
4. What is a Congressional township?
5. Under what authority are the public lands disposed of?
6. What are the powers of the President under the Constitution?
7. What principal rivers of the United States flow into the Atlantic?
8. What are the principal ranges of mountains of the United States, and where situated?
9. When was President Jackson inaugurated, and how long did he serve?
10. What States have been formed from the territory acquired from Mexico?

1. How many and what States formed the "confederation" prior to the adoption of the Constitution?
2. At what age is a man qualified to become a member of Congress?
3. Who is Commander-in-Chief of the military and naval forces of the United States?
4. What States formed the so-called "Confederate States of America?"
5. How many amendments to the Constitution of the United States have been adopted?
6. When may a State have more Senators than Representatives in Congress?
7. Define the general powers of Congress as prescribed by the Constitution?
8. Name the Territories of the United States?
9. What are the co-ordinate branches of the General Government?
10. What are the powers of the two Houses of Congress?

Preference is required by law to be given to persons discharged from the military or naval service by reason of wounds or sickness, and any applicant belonging to this class should persistently urge this qualification upon those whom he addresses.

Women may be as freely appointed as men to public employments which they can satisfactorily fill, and may receive like pay for like service; but, as matter of fact, the range of suitable employments for them is comparatively limited.

How to Make Application.

The earliest care of an applicant for public employment should be the preparation of his papers. First, he should compose and write out his application, in the form of a letter to the person having the power of appointment. He should state, as closely as he can, the

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particular office or the kind of employment desired. If he intends to advocate the displacement of a person in possession of the desired office, he should give his reasons for that person's removal, and they should be such as he would not object to have that person see or hear. He should then state his age, residence, nativity, occupation, physical condition, educational qualifications, former public employments, special qualifications for the desired employment, if any, and what claims he has on the nation, his political party, the particular branch of the service to which he is applying, and the person to whom his letter is addressed. He should lastly mention the names, addresses, and other particulars of public men, lawyers, ministers, merchants, Federal and State officers, and other leading citizens, to whom he refers for proof of good character and general capacity. The following is given as a model for an application:

"SALUDA, OHIO, *May* 15, 1880.

"TO THE HONORABLE POSTMASTER-GENERAL:

"SIR:—I respectfully apply for an appointment as a railway post-office clerk or mail route agent. I am 37 years of age, a native of Canada naturalized in the United States, a resident of Saluda, Scott county, Ohio, a machinist by occupation, of sound health and body, and the possessor of a public school and academic education. I was for two years, in 1872 and 1873, an assorting clerk in the Cincinnati post-office, and had much experience in the handling of mail matter, and acquired much knowledge of the names and locations of post-offices in the Middle and Western States.

"I served for two and a half years as a private and non-commissioned officer in the 65th Ohio Volunteers, and was severely wounded in action at Atlanta. I have been for ten years an active member of the Republican party in this close Congressional District, and have always done all that could honorably be done to promote its success.

"I beg to refer to General Slote, the Representative from this District, Postmaster Sperry, County Judge James Robertson, the Rev. Dr. Jacob Paulding, Mr. Thomas Marshall, merchant, Lawyer John Dodd, Dr. Ephraim Squires, and many other prominent citizens of Saluda, for evidence of my character and fitness for an appointment in the postal service. Your obedient servant,

"CHARLES T. CAMPBELL."

The applicant should next proceed to obtain letters of recommendation from the leading citizens of his neighborhood, without regard to their political affiliations. He should endeavor to get a separate, autograph letter from each indorser, couched in the writer's own language, and he should always suggest to the writer to put his recommendation in such a way as to show upon its face that he means what he says. The appointing officers at Washington are never much im-

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pressed by a circular letter of recommendation, apparently drawn up by the applicant or a friend, and passed about for signature, and the frequent practice of several persons writing and signing the phrase "I concur" beneath a preceding recommendation should be avoided. The applicant should add, in his own hand, to the signature appended to each letter of recommendation, such brief note of the writer's local position and standing as will enable the appointing power to understand the true value of the recommendation.

When the formal application and recommendations are ready, the applicant should next exert himself to interest his Representative in Congress in his application. If they are not in political accord, these efforts should be confined to convincing the Representative that the appointment would be popular with and give real satisfaction to the better class of people in the community, and especially to the independent voters whose opinions and good-will require conciliation. If they are in political accord, the value of the past and future services of the applicant to the party should be impressed upon the Representative by letter and speech from the applicant himself, and from everybody whom he can persuade to write or speak to the Representative in his behalf. The Senators from the applicant's State should also be enlisted in the same way if possible, but they must not be relied upon as much as the Representative. If neither the Representative nor the appointing authority belong to the same political party as the applicant, the latter must trust to other than political influences or aids if he venture to try or to hope for a place at all.

When the applicant succeeds in getting the Representative, or such other political leader as he is obliged to depend upon, interested in his case and satisfied of his good repute and ability, he should see to it that his papers are mailed, or presented, to the appointing officers, in order that they may be properly recorded and filed, and so made accessible at any time. Thenceforward, for a definite time (say a short month), he should devote his whole surplus of time and energy to keeping his personal and political friends at work upon his case, writing or speaking to anybody and everybody likely to be of any service, and always acting upon the theory that everybody, no matter how much interested, apparently, in his case, forgets all about it as soon as he is out of sight or hearing every time.

If no progress is made in the definite time laid down in advance, the applicant should abandon his efforts long enough to enable his

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friends and backers to get over fatigue and doubtfulness, and then begin afresh.

The same general course of procedure should be followed in the pursuit of the more temporary and inferior public employments, or of those where the appointing or nominating authority is nearer at home, and more accessible to personal importunity and local influence.

The applicant should never feel sure of appointment till appointed, nor should ever fear that he is saying or doing too much himself, or that others are doing or saying too much for him, or that any help he can get from any quarter, of any kind, will be useless. However numerous and warm his friends may be, none will ever feel so much interested as himself in his success, and the more active and persistent he is in availing himself of the services and influence of others, the more anxious they will be to regain their own peace by getting him placed as speedily as possible. First, an applicant should be sure in his own mind that he really needs or desires a public employment; next, he must be satisfied that the application and recommendations are such as would secure him a position if there were more places than applicants; and, lastly, he must feel, and act upon the feeling, that he is engaged in a desperate struggle with a great number of competitors for the same place, all of them as eager, and most of them as enterprising, as himself. He should also be mindful of the fact that unsystematic and unskillful activity is likely to waste the time and wear out the spirits of himself and his friends.

It is always useful for an applicant, who cannot himself attend and wait upon the appointing officer, to have some friend or correspondent to make a business of frequently visiting the appointing-office and (without attempting to exert direct influence) keep watch and track of the applicant's interest amid the constantly-changing circumstances that affect it.

An applicant for office should not apply for employment generally if he can avoid it; but his chances are always much better when he is able to point out and apply for the particular employment, or kind or class of employment, that he seeks. On the other hand, he should not frame his application, or his written or oral communications so absolutely as to discourage others from seeking for or offering to him a different office from the one designated by himself.

Modesty of speech and behavior should always be displayed by an applicant for office, but he must be particular to set out and refer

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to every claim or inducement likely to be of direct or indirect service, and he should not shrink from applying for the highest appointment for which he can secure honest and sincere recommendations and assistance. A frequent qualification and motive for appointing a person to an inferior office is the contest he has made, and the social and political backing he has received, for an important place.

In respect to offices not exercised in the incumbent's own State, it has come to be almost a fixed rule that citizens of the same State are to succeed each other indefinitely in them, so that one qualification for such an office is that the applicant is from the same State as the late or present incumbent.

It is impossible to give separate or special advice to each reader of this manual concerning the particular office or kind of employment for which he should make application. He should consider his own age, bodily condition, intellectual attainments, tastes, habits, past experience, social and political rank, and influence in the community and his party, and, having informed himself, from this work and any other source of information at command, as to how many and what kinds of appointments he could possibly get, should select those which seem to hold out the best prospects of success or satisfaction, and frame his application and recommendations accordingly. All public employments have, to a greater or lesser extent, the common advantages of higher pay, easier labor and surer returns than private employments, and it is just these advantages that tempt men to forego the manliness, independence, and opportunities of private life; so that, if they did not exist, the government could get no service at all, except in the higher grades, where the mere honor of holding office would be a sufficient inducement to the more opulent classes of the people.

By Whom Appointments are Made.

Every Federal employment is exercised under the legislative, the executive, or the judicial department of government.

In the legislative department, the Secretary and other principal officers of the Senate are chosen by a caucus of the Senators belonging to the political majority. The Secretary appoints the clerical and laboring force of his office; the Sergeant-at-Arms appoints the door-keepers, mail and document employees, and the general working force; and the chairmen of committees severally appoint the committee clerks.

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The Clerk and other principal officers of the House of Representatives are chosen by a caucus of the political majority. The Speaker appoints the reporters; the Clerk appoints the clerks and messengers; the Door-keeper appoints the door-keepers, document employees and general working force; the Architect appoints the heating and ventilating force; the Sergeants-at-Arms of Senate and House, together with the Architect, appoint the Capitol policemen; and the chairmen of committees severally appoint the committee clerks.

In the Executive Department the President appoints the heads of the seven great departments and the Department of Agriculture; the heads of Departments appoint the clerks and messengers in their several departments, and virtually appoint the important officers, whether at Washington or elsewhere, whose offices are superintended by their respective departments; but in these cases the President may be addressed, and solicited, and visited, with perfect propriety, as well as the heads of departments.

Applicants for diplomatic and consular offices must look to the Secretary of State; applicants desiring to be heads of bureaus of the Treasury, or principal customs, Internal Revenue, depositary, mint, or steamboat-inspection or revenue marine officers, must look to the Secretary of the Treasury; civilians desiring to be cadets, second lieutenants, paymasters, or post-traders in the army, must look to the Secretary of War; applicants for cadetships, or pay or medical appointments in the navy, or lieutenantcies of marines, must look to the Secretary of the Navy; applicants for Territorial, Indian, patent office, and public land employments, must look to the Secretary of the Interior; applicants for important places in the postal service, must look to the Postmaster-General; applicants for judicial and law offices, must look to the Attorney-General; and applicants for occasional technical and scientific employment in connection with agriculture, must look to the Commissioner of Agriculture.

The Public Printer appoints the printers, binders, and skilled and unskilled workmen and laborers, in the Government Printing Office. The Sergeants-at-Arms of Congress have much occasional employment for deputies, and there are many temporary appointments made by the other appointing officers of Congress, and the same may be said of the heads of the Executive departments and bureaus. Consuls have the nomination of numerous assistants and agents. The Comptroller of the Currency appoints the examiners of national banks.

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The Surgeon-General of Marine Hospitals has the practical selection of assistant surgeons in that service. The Commissioner of Internal Revenue appoints the revenue agents. The Collectors of Internal Revenue nominate their deputies, clerks, store-keepers, and gaugers. The Collectors, Naval Officers, Surveyors, and Appraisers of Customs, nominate their clerks and other subordinates. The Marine Hospital Surgeons nominate their subordinates. The Superintendents of Construction select the foremen and workmen on buildings under construction. The Quartermasters, Commissaries, Paymasters, Engineers, Ordnance Officers, and Store-keepers of the army, employ large numbers of clerks, superintendents, workmen, and laborers. The Surgeon-General selects a large part of the hospital stewards of the army. The Chief Signal Officer selects the weather observers. The Chiefs of Bureaus of the Navy Department have the virtual appointment of the boatswains, gunners, sailmakers, carpenters, and civilian surgeons of the navy. The Indian Agents choose the agency employees. Postmasters choose the clerks, letter-carriers, and local mail agents of their respective post offices. The General Superintendent of the Railway Mail Service selects the superintendents at the distributing offices.

In the judicial department, judges, attorneys and marshals are appointed by the President. Clerks of courts are appointed by the several judges, and these clerks select their deputy-clerks. The marshals appoint the deputy-marshals; the circuit courts appoint the United States Commissioners. The Commissioners of the District of Columbia appoint and employ large numbers of persons in various District services.

Tenure of Offices.

Most of the public employments are held at the will of the appointing power, and this will is very much governed by the wishes of the influential members of the administration party.

Judges of the Supreme, Circuit and District Courts, and of the Court of Claims and Supreme Court of the District of Columbia, and commissioned officers of the army, navy, and marine corps, hold office during good behavior. Judges of Territorial Courts, assistant treasurers, principal officers of customs and internal revenue, governors and secretaries of Territories, land officers, Indian agents, pension agents, postmasters of the first, second and third classes, district attorneys and marshals, cannot hold office for more than four years under the same commission.

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Official Bonds.

As a general rule, officers having the receipt, custody, or disbursement of public money, or the custody or expenditure of public property, are required to give bond for the faithful performance of their trust. The bonds are so numerous and various for the several officers and classes of officers, that it is impracticable to set them out, but it will suffice to say that the amount is never in excess of the dignity and salary of the office, that the execution and approval of them are not matters of difficulty, and that they are no practical obstacle to any applicant worthy of recommendation or appointment.

Oaths of Office.

Every person appointed to office must take an oath of past loyalty and future allegiance to the United States government; or, if he cannot take the oath of past loyalty, he must take the modified oath of future and paramount allegiance to the Federal government.

There are additional oaths for officers appointed in the customs, postal and judicial service, relating to a faithful discharge of duty, and not necessary to be set out herein.

Customs and internal revenue officers are required to make oath that they have not received presents from importers or manufac turers each time that they draw their salaries.

Disabilities of Officers.

No officer can receive the salary of two offices for the same time.

Extra compensation for extra services is not allowable unless expressly authorized by law in any case.

No officer can prosecute or be interested in any claim against the United States, unless it be his own claim; nor can a departmental officer prosecute claims within two years after leaving the service.

No officer can take compensation for services in any matter wherein the United States are interested.

Officers must not demand or receive higher fees than allowed by law, nor take presents or gratuities from the public.

Officers connected with the branches of service to which such matters pertain, must not be interested in importing, navigation, banking, public funds, public lands, postal contracts, or Indian traffic.

Officers having the custody of public property or money, must not traffic or speculate in it.

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Office-holders must not solicit or make contributions for presents to superiors, nor receive presents from subordinates.

The Federal Capital.

The post office address of the seat of government is "Washington, D. C.," and that is the station for which tickets should be taken upon all lines of travel to the national capital. The United States Capitol is the home of the Congress, the two Houses of which constitute the legislative branch of the Federal government. Numerous other buildings within the territorial limits of the capital accommodate the executive and judicial branches and the local government.

It is never absolutely necessary to know the personal name of a public officer. But the name of the holder of any office can be furnished by the publisher of this work, if desired. A communication addressed to him by the name of his office, will reach him as surely and speedily as though his baptismal and family names appeared upon the envelope. Nor is it necessary (though it is desirable) that the name of his office should be given with complete accuracy. It would be very difficult to name a public office in such a way as to confound or mislead the distributing clerks of the Washington post office.

It is not necessary that a correspondent should know certainly to what public officer his communication should be addressed. If he should happen to address himself to the wrong official, his letter would be referred to the right one immediately.

It is not necessary to find out whether a public officer is present or absent from the capital before addressing him on business, as a business communication will receive proper attention in either case.

It is not necessary to enclose postage stamps in letters to public officers which require answers; but it is necessary to give a sufficient address to which an answer can be sent, without trusting to the postmark upon the envelope.

A single letter to a public officer should never refer to more than a single matter of business, but as many separate letters as can be put therein may be enclosed in one envelope, if all are intended for the same officer.

For the purpose of indicating in a general way the public officer to whom a letter upon any particular subject may properly be addressed, the following statement of the distribution of business amongst the

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several heads of executive departments at the seat of government is furnished:

The Secretary of State has charge of the intercourse between the United States and foreign nations, the issuing of passports, and the publication and sale to the public of the laws enacted by the Congress.

The Secretary of the Treasury has general charge of the finances, commerce and navigation of the United States, such as collecting, keeping and disbursing the revenue, managing the public debt, coining money and issuing paper currencies, erecting public buildings, administering the tariff on imports and the coasting laws, and supervising the lighthouse, life-saving, coast survey, revenue marine, and marine hospital services.

The Secretary of War has the general supervision of recruiting, supplying, paying, and moving the army; of erecting, arming, and maintaining sea-coast defenses, improving rivers and harbors, forecasting the weather for the benefit of navigation and agriculture, and the custody of the military archives.

The Secretary of the Navy has the general charge of the vessels, yards, stations, supplies, and force of the navy, and of the observatory and hydrographic establishment.

The Secretary of the Interior has general supervision of patents, pensions, public lands, Indians, education, the census, government publications, territorial governments, of certain branches of the local government at the capital, and of certain local institutions of benevolence, learning or correction.

The Postmaster-General has the supervision of the domestic and foreign mail and money-order services, and the making of postal treaties with foreign powers.

The Attorney-General (head of the Department of Justice) is the attorney and counsellor-at-law for the executive branch of the government, and has a general supervision over the district attorneys and marshals of the United States.

The Commissioner of Agriculture collects and distributes useful information relating to agriculture, experiments upon seeds and plants, and investigates the nature and habits of insects and fungoid growths injurious to agriculture.

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OFFICES

AT THE

SEAT OF GOVERNMENT.

LEGISLATIVE DEPARTMENT.

SENATE.

	Senators, Two from each State	$5,000
	Secretary	4,896
	Chief Clerk	3,000
5	Principal Clerks	2,592
	Librarian	2,220
	Assistant Librarian	1,800
6	Clerks	2,220
5	do.	2,100
	Stationery Keeper	2,102
	Assistant	1,800
	Messenger	1,296
	Special Policeman	1,296
4	Laborers	720
	Chaplain of Senate	900
	Secretary to Vice President	2,102
	Messenger to Vice President	1,440
	Clerk to Committee on Appropriations	2,500
	Assistant	1,200
	Messenger to Committee	1,440
	Clerks to Committees on Printing, Finance, Claims, Commerce, Judiciary, Land Claims, Pensions, Military Affairs, Post Offices, each	2,220
	Clerks to 25 Committees during Session, each per day	6
	Sergeant-at-Arms and Doorkeeper	4,320
	Clerk	2,000
2	Assistant Doorkeepers	2,592
3	do. do.	1,800
20	do. do.	1,440
	Postmaster to Senate	2,100
	Assistant	2,088
4	Mail-Carriers	1,200

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	Superintendent of Document Room	$2,160
2	Assistants	1,440
	Superintendent of Folding Room	2,160
	Assistant	1,200
4	Folders, per day	3
	Store-room Keeper	1,200
	Chief Engineer	2,160
4	Assistants	1,440
	Telegraph Operator	1,200
	Elevator Conductor	1,200
2	Firemen	1,095
8	Skilled Laborers	1,000
	Laborer	840
25	Laborers	720
	Female Attendant	720
18	Pages, per day	2.50
	Reporter of Debates, paying own assistants	25,000

Numerous Temporary Clerks, Messengers, Laborers, Folders, etc., are employed during the session.

HOUSE OF REPRESENTATIVES.

	Speaker	$8,000
	Representatives and Delegates	5,000
	Clerk of House	4,500
	Chief Clerk	3,000
	Journal Clerk	
2	Reading Clerks	
	Tally Clerk	
	Printing Clerk	2,500
3	Clerks	2,250
5	do.	2,000
2	do.	1,800
4	do. and one Book-keeper, each	1,600
	Clerk	1,440
	Librarian	2,000
2	Assistants	1,440
2	Library Messengers, per day	3.60
	Superintendent of Document Room	2,000
	Upholsterer and Locksmith, each	1,440
	Telegraph Operator	600
5	Laborers	720
	Page, per month	60
	Private Secretary and Clerk to Speaker, each	1,800
	Messenger to Speaker	1,200
	Sergeant-at-Arms	4,000
	Clerk	2,100
	Paying Teller	2,000
	Messenger	1,200
	Laborer	660

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	Page, per month	$60
	Door-keeper	2,500
	Assistant	2,000
	Clerk and Janitor, each	1,200
	Engineer	1,700
3	Assistants	1,200
5	Firemen	900
	Laborer	820
	Superintendent of Folding-room	2,000
3	Clerks	1,800
2	Clerks	1,200
	Foreman	1,500
	Folder in Sealing-room	1,200
	Messenger	1,200
20	Laborers and Folders	720
	Laborer	400
	Page	500
	Superintendent of Document-room	2,000
	Assistant	2,000
	Clerk	1,400
14	Messengers, served in Union Army	1,200
8	Messengers	1,200
10	Messengers	1,000
	Laborer	840
17	Laborers	720
	Laborer	600
8	Cloak-room Laborers, per Month	50
	Female Attendant	600
	Postmaster	2,500
	Assistant	2,000
4	Messengers	1,200
8	Messengers (Employed During Session at Rate)	800
	Laborer	720
	Chaplain	900
2	Stenographers for Committees	5,000
5	Official Reporters	5,000
	Compiler of General Index	2,500
	Clerks to Committees of Ways and Means, and Appropriations, each	2,500
	Assistants to two Committees, each	1,200
	Clerks to Committees on Claims, Public Lands, Pensions and War Claims, each	2,000
	Clerks to 35 Committees during Session, per day	6
29	Pages, when employed, per day	2.50

Numerous temporary clerks, messengers, laborers, etc., are employed during the Session.

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CONGRESS.

Librarian of Congress.....
2 Assistants.....
Assistant.....
4 Assistants.....
2 do. .....
2 do. .....
5 do. .....
4 do. .....
Assistant.....
Superintendent of Botanic Garden.....
Assistants and Laborers, in gross.....
Captain of Capitol Police.....
3 Lieutenants.....
21 Privates.....
8 Watchmen.....
Architect of Capitol.....
Artist, per diem.....
2 Clerks, Draughtsman, Civil Engineer, each.....
Foreman.....
Superintendent of Meters.....
Messenger.....
3 Foremen.....
2 Superintendents of Heating Apparatus.....
9 Laborers, Watchmen, etc.....
13 Watchmen, Laborers, etc.....
An average force of 50 mechanics and 80 laborers ployed on Capitol buildings and grounds, and pai customary wages for each day's service.
Public Printer.....
Chief Clerk.....
3 Clerks.....
Clerk.....
Clerk.....
Foreman of Printing.....
Foreman of Binding.....
Compositors, Proof-readers, Pressmen, Book-binders, Feeders, Sewers, Folders, Laborers, etc., to av number of 1,500, paid at various rates by the w day, or piece.

EXECUTIVE DEPARTMENT.

EXECUTIVE OFFICE.

President.....
Vice President.....
Private Secretary.....

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	Assistant	$2,250
2	Clerks	2,000
	Stenographer	1,800
	Steward	1,800
	Clerk	1,800
	Clerk	1,400
	Clerk	1,200
	Usher	1,400
9	Ushers, Doorkeepers, and Messengers	1,200
	Watchman	900
	Fireman	864

CABINET.

7	Heads of Departments	$8,000

STATE DEPARTMENT.

3	Assistant Secretaries	$3,500
	Chief Clerk	2,500
	Translator	2,100
4	Chiefs of Bureaus	2,100
11	Clerks	1,800
4	do.	1,600
2	do.	1,400
10	do.	1,200
2	do.	1,000
10	do.	900
	Engineer	1,200
	Assistant	1,000
	Superintendent of Watch	1,000
	Messenger	840
6	Watchmen	720
6	Firemen	720
	Assistant Messenger	720
	Elevator Tender	720
12	Laborers	660
10	Charwomen	180

A small number of extra clerks, messengers, and laborers are employed from time to time.

TREASURY DEPARTMENT.

OFFICE OF SECRETARY.

2	Assistant Secretaries	$4,500
	Chief Clerk	2,700
2	Chiefs of Division	2,750
7	do. do.	2,500

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	Assistant	$2,400
2	Assistants	2,100
6	do.	2,000
2	Disbursing Clerks	2,500
	Stenographer	2,000
3	Clerks	1,900
30	do.	1,800
23	do.	1,600
20	do.	1,400
17	do.	1,200
11	do.	1,000
51	do.	900
7	Messengers	840
7	Assistants	720
40	Laborers	660
	Captain of Watch	1,200
2	Lieutenants	900
58	Watchmen	720
	Engineer	1,400
	Assistant	1,000
	Machinist	1,200
	Storekeeper	1,200
6	Firemen	720
75	Charwomen	180

INTERNAL REVENUE BUREAU.

	Commissioner	$6,000
	Deputy	3,200
2	Chiefs of Division	2,500
5	Chiefs of Division	2,250
	Stenographer	1,800
23	Clerks	1,800
26	do.	1,600
36	do.	1,400
21	do.	1,200
13	do.	1,000
50	do.	900
4	Messengers	720
10	Laborers	660

About 30 Clerks and 6 Messengers are employed temporarily, and paid at rates varying from $720 to $2,100 per year.

TREASURY OF THE UNITED STATES.

Treasurer	$6,000
Assistant	3,600
Cashier	3,600
Assistant	3,200
Superintendent National Bank Agency	3,500
Chief Clerk	2,500

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5 Chiefs of Division	$2,500
2 Book-keepers	2,500
2 Assistants	2,400
3 Tellers	2,500
2 Assistants	2,250
Assistant	2,000
28 Clerks	1,800
21 do.	1,600
18 do.	1,400
45 do.	1,200
14 do.	1,000
87 do.	900
7 Messengers	840
10 Assistants	720
26 Laborers	660
7 do.	240

Part of the above force is supported by assessments upon the National Banks, and is liable to variation in number and compensation.

REGISTRY OF THE TREASURY.

Register	$4,000
Assistant	2,250
5 Chiefs of Division	2,000
Disbursing Clerk	2,000
13 Clerks	1,800
13 do.	1,600
11 do.	1,400
12 do.	1,200
4 do.	1,000
60 do.	900
Messenger	840
4 Assistants	720
7 Laborers	660

ACCOUNTING-OFFICES.

2 Comptrollers	$5,000
2 Deputies	2,700
Commissioner of Customs	4,000
Deputy	2,250
6 Auditors	3,600
6 Deputies	2,250
11 Chiefs of Division	2,100
27 do. do.	2,000
Disbursing Clerk	2,000
40 Clerks	1,800
143 do.	1,600
228 do.	1,400
178 do.	1,200

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57 Clerks.....
47 do. .....
Messenger.....
10 Messengers.....
45 Laborers.....
Female Laborer.....
10 Charwomen .....

BUREAU OF THE MINT.

Director .....
Examiner .....
Computer .....
Clerk.....
do. .....
do. .....
Translator. .....
Copyist .....
Messenger.....
Laborer.....

BUREAU OF NATIONAL CURRENCY.

Comptroller of Currency.....
Deputy..... .....
4 Chiefs of Division.....
Superintendent of Currency.....
Teller .....
2 Book-Keepers.....
Bond Clerk.....
Stenographer .....
7 Clerks.....
11 do. .....
8 do. .....
8 do. .....
2 do. .....
40 do. .....
Messenger.....
3 Assistants.....
2 Watchmen.....
3 Laborers.....

BUREAU OF ENGRAVING AND PRINTING.

Chief.....
Assistant.....
Accountant.....
Stenographer .....
Clerk.....
do. .....
4 Clerks.....
Clerk.....
3 Copyists.....

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3	Messengers	$720
4	Laborers	660

Large numbers of engravers, plate printers, skilled and unskilled workmen and workwomen, etc., are employed by the day or piece, permanently or temporarily, at wages varying from $1 to $12, the whole force sometimes reaching nearly to one thousand.

BUREAU OF STATISTICS.

	Chief	$2,400
	Clerk	2,000
4	Clerks	1,800
5	do.	1,600
5	do.	1,400
4	do.	1,200
3	do.	1,000
5	Copyists	900
	Messenger	720
	Laborer	660
	Laborer	480

Experts are temporarily employed by this bureau to furnish statistics relative to internal and foreign commerce.

CONSTRUCTION BUREAU.

	Supervising Architect	$4,500
	Assistant	2,250
	Photographer	2,250
	Clerk	2,000
2	Clerks	1,600
3	Clerks	1,200
	Clerk	900
	Messenger	720

About 90 civil engineers, architects, draughtsmen, computers, clerks, messengers, etc., are also steadily employed in this office, and paid by the day at rates yielding from $600 to $3,600 per year.

LIGHT-HOUSE BUREAU.

	Chief Clerk	$2,400
2	Clerks	1,800
2	do.	1,600
2	do.	1,400
4	do.	1,200
12	do.	900
2	Messengers	720
	Laborer	660

A few engineers and draughtsmen are employed, and paid by the month at rates yielding from $1,200 to $2,400 per annum.

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MISCELLANEOUS.

The following branches of service have their headquarters and supervising officers at Washington, and are under the general direction of the Secretary of the Treasury; but their forces are mainly stationed or employed elsewhere:

COAST AND GEODETIC SURVEY.

Superintendent	$6,000
Assistant	4,200
Consulting Geometer	4,000
Disbursing Agent	2,500

There are habitually employed upwards of 50 so-called assistants, with salaries varying from $3,750 to $1,100, and about 100 clerks, computers, draughtsmen, printers, engravers, etc., at compensations varying from $2,000 per year down to $1.50 per day.

REVENUE MARINE SERVICE.

34 Captains	$2,500
34 First Lieutenants	1,800
34 Second Lieutenants	1,500
22 Third Lieutenants	1,200
12 Cadets	900
23 Chief Engineers	1,800
18 Assistants	1,500
27 Assistants	1,200

This service consists of a disciplined naval force employed, under the Treasury Department, in the prevention of smuggling, and in assisting vessels in distress, on the sea-coasts and great lakes. Civilians are only appointed to the inferior grades of cadet or second assistant engineer, all higher grades being attained by promotion. Candidates for these two grades must possess special qualifications as to age, physical condition, and intellectual attainments (with certain technical knowledge and training in the engineer candidates) or they will not be admitted. The force grows with the necessities of the service. There are openings for qualified mariners as boatswains, carpenters, quartermasters, etc.

LIFE-SAVING SERVICE.

General Superintendent	$4,000
Assistant	2,500
Accountant	1,800
2 Clerks	1,600
Clerk	1,400
Clerk	1,200

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Clerk	$1,000
4 Clerks	900
Messenger	720
Superintendent of Construction	2,000
3 Assistants, per month	100
3 do. do. do	75
2 District Superintendents	1,500
9 do. do.	1,000
Assistant	500
170 Keepers	400
1400 Surfmen, per month	40

MARINE HOSPITAL SERVICE.

Supervising Surgeon-General	$4,000

The force being supported by a monthly tax upon the wages of American seamen engaged in foreign or domestic trade, is variable as to the numbers and salaries. It consists now of about 65 medical officers, with salaries ranging from $3,000 down to $100 per year; about 10 clerks at headquarters, with the usual clerical salaries paid at Washington, and about 150 stewards, nurses, and other employees, paid at rates ranging from $720 to $100 per year.

NATIONAL BOARD OF HEALTH.

7 Members of Board, per day	$10
Chief Clerk	2,300
Clerk	1,800
2 Clerks	1,600
2 do.	1,200
Messenger, per month	60
Assistant	35
Laborer, per day	1.25
12 Inspectors, per day	10
Inspector, per month	300
Inspector, do.	200

The force is variable, both as to numbers and pay.

STEAMBOAT INSPECTION SERVICE.

Supervising Inspector-General	$3,500
12 Supervising Inspectors	3,000
2 Inspectors of Hulls	2,200
15 do. do.	2,000
2 do. do.	1,600
3 do. do.	1,500
12 do. do.	1,200
1 do. do.	900
5 do. do.	800
2 do. of Boilers	2,200
16 do. do.	2,000

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5 Inspectors of Boilers.....
3 do. do. .....
14 do. do. .....
1 do. do. .....
5 do. do. .....
6 Clerks.....
2 do. .....
Clerk.....

SPECIAL AGENCIES OF CUSTOMS.

20 Special Agents, per day.....
8 do. do. do. .....
Seal-Island Agent in Alaska.....
do. do. do. .....
2 do. do. do. .....
NOTE.—Each seal-island agent is allowed $600 per ye
for traveling to and from Alaska.
2 Isthmus Inspectors.....

INTERNAL REVENUE AGENCIES.

Supervising Agent, per day.....
21 Agents, per day.....
7 do. do. .....
6 do. do. .....

NATIONAL BANK EXAMINERS.

This force is variable in number and compensation, t
banks examined paying the fees for examination, a
the examiners being chosen by the Comptroller of t
Currency at will.

SECRET SERVICE.

Chief.....
The force is variable, but usually consists of about 40 d
tectives and a few clerks, paid at various rates accor
ing to time employed and service rendered. T
leading duty is suppression of counterfeiting.

WAR DEPARTMENT.

Chief Clerk.....
Disbursing Clerk.....
7 Chief Clerks of Bureaus.....
52 Clerks.....
Draughtsman.....
52 Clerks.....
Anatomist.....
Foreman of Printing.....
95 Clerks.....

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Engineer	$1,400
390 Clerks	1,200
2 Engineers	1,200
Pressman	1,200
191 Clerks	1,000
6 Compositors	1,000
32 Clerks	900
Messenger	840
64 Messengers, Watchmen, and Firemen	720
50 Laborers	660
8 Charwomen	180

Part of the above enumerated force is supported by appropriations made in bulk for specific objects, and is subject to variation in number and compensation. The remaining force of the War Department consists of about 125 private physicians employed at Washington and various military posts at a compensation of $100 per month, with quarters and fuel; about 185 hospital stewards, with pay of from $20 to $35 per month, with rations, quarters, fuel, and clothing; about 50 paymaster's clerks, at $1,200 per year; about 90 national cemetery keepers, paid from $720 to $900 per year, with residences; about 450 weather observers in the Signal Corps, from $25 to $100 per month, with allowances; a considerable force of clerks, draughtsmen, civil engineers, skilled workmen, etc., employed at various rates upon the public buildings, grounds, and works, at the seat of government and elsewhere, under charge of the Engineer Bureau, including forts and river and harbor improvements; about 500 employees of all sorts at armories and arsenals; about 450 clerks, superintendents, and other employees, at rates from $40 to $200 per month, engaged in moving the army and its supplies by land and water, and taking care of its barracks, storehouses and clothing, and about 100 similar employees engaged upon the army subsistence supplies. The patronage of this Department is very intricate, varying, and flexible. In the army itself, civilians are admitted to the grades of cadet, second lieutenant, assistant surgeon, chaplain, and paymaster, with life tenure after admission.

NAVY DEPARTMENT.

Chief Clerk	$2,500
Disbursing Clerk and Superintendent	2,200
15 Clerks	1,800

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Pamphlet
Binder
Gaylord Bros., Inc.
Makers
Stockton, Calif.
PAT. JAN. 21, 1908

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